

Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #07
(2454)
55 West Center Street
Heber City, UT 84032
654-2073

Records Officer Sherilyn Pectol

23814 Section 7 incident case files

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #07

SERIES: 23814

3

TITLE: Section 7 incident case files

DATES: 1986-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These files contain criminal and accident investigations handled by Utah Highway Patrol Officers in Summit and Wasatch counties. They document all investigations by the Utah Highway Patrol to enforce the law and protect the public. Included in these files are State Accident reports (Form DI-9), Utah Highway Patrol Short Forms (HPF-12), Driving Under the Influence (DUI) reports, Incident reports (HPF-26), Witness statements (HPF-13), Warrant Arrest Reports (HPF-75), Evidence logs (HPF-100), laboratory reports, Impound reports (TC-540), diagrams and personnel information. Additional information may include names, addresses, age, vehicle registration, personal descriptions, blood alcohol levels, telephone numbers, signatures, victim information and photographs.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #07

SERIES: 23814

TITLE: Section 7 incident case files

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9) 2009

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) 2009